

NEBRASKA

209TH

**REGIONAL TRAINING INSTITUTE
(RTI)**

**OFFICER CANDIDATE SCHOOL
(OCS)
ENROLLMENT
GUIDE**



As of: 01 October 2012





Foreword

The 209th Regional Training Institute (RTI) Officer Candidate School (OCS) Enrollment Guide is designed to help the responsible parties with the OCS Enrollment process. This guide addresses the different responsibilities of the Officer Candidate, the Officer Candidates Commander, the Unit, the Major Subordinate Command (MSC), the Recruiting and Retention Command (RRC), and the 2/209th RTI. This guide provides the necessary tools for all parties to successfully address the different questions that may arise while an individual is trying to enroll into the OCS Program.

Key Items Covered:

- Commissioned Officer Procurements
- Responsibilities
- OCS Eligibility Criteria
- Pre-Requisite Packet Instructions
- Supply

The 2/209th RTI has been conducting OCS training for over 50 years. All resources, whether property, people, or time have become increasingly limited. It is imperative Soldiers, Commanders, and units become familiar with this guide; ensuring enrollment efficiency while the 209th RTI maintains the focus of producing quality 2nd Lieutenants.

//Signed//
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209TH RTI OCS ENROLLMENT GUIDE

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I. Chapter 1 - Purpose

- A. The intent of the Officer Candidate School (OCS) Enrollment Guide is to provide guidance to the Commander, the Unit, and the individual requesting to attend the Nebraska Army National Guard OCS Program.
- B. This guide is to ensure that Soldiers applying for Army National Guard (ARNG) OCS are fully qualified for appointment/commission upon completion of the prescribed ARNG OCS program. Commanders must be selective to ensure eligibility in order to avoid wasting valuable resources and training time. It is not the intent of this guide to establish appointment/commission criteria, but only to ensure that applicants for OCS meet the minimum requirements for appointment/commission. The appointment/commission criteria, policies and procedures are the responsibility of National Guard Bureau, NGB-ARP (Personnel Division) and are established in National Guard Regulation, Army Regulation, NGR (AR) 600-100, other supplemented instructions and guidance.

II. Chapter 2 - Commissioned Officer Procurement

The commissioned officer procurement process will be conducted in three phases; The Procurement Phase, The Enrollment Phase and The Training Phase.

A. Procurement Phase.

1. The Procurement Phase is continuous throughout the year. The Major Subordinate Command (MSC) and Command elements should have a strong command emphasis during the Procurement phase.
2. Responsibility level: The MSC Command elements and unit commanders have strict ownership of the procurement phase.
3. End State: Identify future leaders from within the Nebraska National Guard to meet the Adjutant Generals Commissioned Officer Procurement Readiness Mission for the TY.

B. Enrollment Phase.

1. The Enrollment Phase is a transition from the Procurement phase to the Training Phase. This phase begins with Application turn-in and transitions into the Training Phase (ZERO).
 - a. Application Packets- OCS application packets must be completed and turned in during this phase.
 - b. Interview- The 2/209th Battalion Commander and OCS Company Commander will interview and approve/disapprove each prospective candidate for OCS.
2. Responsibility level: All levels of command to include the MSC's and Subordinate units, 2/209th RTI and Recruiting and Retention Command (RRC) elements have ownership of the enrollment phase.
3. End State: Screen and process our future leaders to ensure eligibility requirements are met to support the Adjutant Generals Commissioned Officer Procurement Readiness Mission for the TY; provide a pool of candidates to the 2/209th RTI in support of The Adjutant General (TAG) Commissioned Officer Readiness Mission.

C. Training Phase.

1. **Phase 0-** Training begins with OCS Phase 0. Phase 0 weekends are orientation style weekends, set-up to give the candidates an overview of what they can expect and what will be expected of them at OCS. Areas covered include military courtesy, land navigation, troop leading procedures, dining hall procedures, proper clothing displays and more. (*All candidates, accelerated or traditional, will take part in Phase 0*).
2. **Accelerated OCS-** The National Guard Bureau conducts an eight-week Accelerated OCS program for qualified personnel. This program is an intense course conducted over 8 weeks from January to March and June to August each year. Soldiers requesting an Accelerated program must be interviewed and recommended by the 2/209th Commander before being accepted.

3. **Traditional OCS-** This course is broken down into four phases over an eighteen month period. Phase 0 and Phase 2 are conducted at the RTI in Camp Ashland, NE in an IDT status. Phase 1 is a 2 week ADT course conducted at Salina, KS. Phase 3 is also a 2 week ADT conducted at Ft. Lewis, WA, Ft. McClellan, AL, or Camp Rapid, SD.
4. **Phase 1-** During phase 1, candidates will conduct a land navigation field leadership exercise, 5-mile foot march, and cover Operations, Training Management, and Leadership doctrine.
5. **Phase 2-** Phase 2 makes up the bulk of a candidates OCS experience. Phase 2 is conducted once a month for 12 months. Classroom instruction covers ethics, leadership, logistics, military intelligence, fire support, communication, and tactics. Field training includes two tactical field exercises and a 10-mile foot march.
6. **Phase 3-** Phase 3 is the last step in the commissioning process. This phase covers troop leading procedures, the leadership reaction course, the final field leadership exercise, infantry squad tactics and a tactical exercise without troops (TEWT).
7. Responsibility Level: The 2/209th RTI has primary ownership of the training phase.
8. End State: Train all candidates to be commissioned officers in order to meet the Adjutant General's Officer Procurement Readiness Mission for the TY.

III. Chapter 3 - Responsibilities

A. Major Subordinate Command (MSC).

1. It is the responsibility of MSCs to track commissioned officer readiness levels and meet the Adjutant General's Officer Procurement Readiness Mission for each TY.

B. Recruiting and Retention Command (RRC).

1. Will coordinate annual officer recruiting conference to establish four (4) year mission goals for the State Officer Strength Manager (OSM). The OSM's will serve as subject matter experts for processing OCS applications packets.
2. Assist applicants with completing the application process.
3. Build and submit the OCS Application packets.

C. RTI Commander.

1. Supervise the operation of the Regional Training Institute.
2. Provide direct authority and administrative control over all leadership and special courses managed by the RTI.
3. Coordinate and cooperate with assessment and accreditation teams.
4. Ensure all instructors meet instructor qualifications and certification requirements.
5. Actively supervise, monitor, observe, and evaluate instructors.

D. 2/209th RTI.

1. All administrative, logistics, and training support needed for the OCS program.
2. POC for all related issues and questions regarding the OCS program.
3. Initiate all personnel actions relating to candidates entering or graduating the OCS program.
4. Initiate/update Army Training Requirements and Resources System (ATRRS) information for candidates.

5. Process OCS packets to ensure compliance with governing regulations.
6. Maintain Candidate's administrative records.
7. Ensure the OCS program is in compliance with accreditation requirements.

E. Unit/Candidate.

1. It is the unit commander's responsibility to ensure that the candidate meets these requirements before attending OCS.
 - a. Passed the Army Physical Fitness Test (APFT) and Ht/Wt requirements. (*within 30 days of Phase 0*)
 - b. Possess the necessary educational requirements.
 - c. Passed an Appointment (chapter 2) Physical.
 - d. Possess a SECRET security clearance or Interim.
 - e. Ensure applicant passes a complete criminal history check. (*complete waiver in needed*)
 - f. Have an Expiration, Term of Service (ETS) beyond possible appointment date.
 - g. Be up front about any waiver issues. (*Waivers submitted early have best approval rate*).
 - h. Complete an NGB 62-E.
 - i. Ensure all other documentation required is provided to RRC during the enrollment phase.
 - j. Ensure candidate has all the required uniforms and equipment per the OCS packing list (*given at Phase 0*).

IV. Chapter 4 - OCS Eligibility Criteria

A. Who May Apply.

ARNG Warrant Officers and enlisted Soldiers, who meet the eligibility requirements in paragraph B-1 thru B-11 below, may apply to attend the Nebraska OCS program (See paragraph C1-11 for exceptions). (*As per the NGR (AR) 600-100*).

B. Eligibility Requirements.

1. **Age Requirements.**
 - a. The candidate must be at least 18 years of age.
 - b. Candidates must be commissioned prior to age 41 years 364 days. (*non waiver-able*)
2. **Citizenship.**
 - a. Applicant must possess or obtain United States citizenship prior to appointment / commissioning.
 - b. Dual citizenship is not permitted. Candidates who hold dual citizenship with a foreign nation must relinquish the foreign citizenship prior to appointment.
 - c. Applicants who are not citizens must provide documented proof of application for citizenship as a prerequisite for enrollment.
 - d. Applicants allowed to enroll in OCS, who do not possess citizenship will provide documentation to prove application for citizenship and will be counseled (using DA Form 4856) and a record of counseling will be kept on file. If citizenship is not granted, applicant must fully understand that he/she will be dismissed from the OCS program.

3. **Test Scores.** (AR 350-51 1-5g)
 - a. Achieve a General Technical (GT) aptitude test score of 110 or higher on the Armed Services Vocational Aptitude Battery (ASVAB). If the GT score is a retest, the last test score will be the score of record. Appropriate entry will be made in Soldier's ERB (*not waiver-able*).
 - b. Achieve a score of 80 or higher on the English Comprehension Level Test (ECLT)/American Language Course.
4. **Education.**
 - a. Provide original raised seal transcript from an appropriate school official or education counselor of an accredited college or university for —
 1. At least 90 college semester hours of study.
 2. Additionally, candidates who are still working toward a Bachelors degree must submit an approved degree completion plan prior to initial appointment. Candidates will go thru their respective college to get this degree plan.
 - b. Candidates will be counseled that completion of an accredited baccalaureate degree is required to be eligible for promotion to the grade of Captain, and that they must complete the appropriate branch basic officer leader course within 18 months of commissioning.
5. **Medical Requirements – (Enrollment Requirement or a 90 day Waiver).**
 - a. Applicants must have a passing Chapter 2 physical examination in accordance with AR 40-501, Chapter 2.
 - b. Applicants must meet all procurement medical fitness standards as prescribed in AR 40-501, Chapter 2, or receive all necessary waivers for disqualifying conditions from NGB.
 - c. Chapter 2 physical is valid for appointment for two years from the date of examination provided there is no significant change in the individual's medical condition. An annual Periodic Health Assessment (PHA) will be conducted during OCS Phase 2 to keep physical readiness current.
6. **Height and Weight Standards.**
 - a. Applicants must meet required height and weight standards as reflected in AR 600-9. (*Non waiver-able*)
7. **Army Physical Fitness Test (APFT).**
 - a. Applicants must pass the standard three events of the APFT, In Accordance With (IAW) AR 350-1, within 30 days prior to the start of PH 0. DA Form 705 (Army Physical Fitness Scorecard) will be attached to the application. The Soldier's Commander will validate the APFT for OCS applicants.
 - b. Candidates enrolling in OCS must pass the standard three-event APFT as an enrolment requirement; the alternate APFT is only authorized with HQDA, DCS, and G-3/5/7 approval. (AR 350-1,3-12 I3)
 - c. The 2.5 mile walk is the only authorize-able deviation from the standard 3 event APFT.
 - d. Soldiers must be fully deployable and able to meet all physical requirements IAW AR 40-501.
8. **Security Status.**
 - a. In accordance with NGR (AR) 600-100, applicants for appointment will possess an approved SECRET security clearance. Candidates may begin OCS and graduate from OCS with an Interim SECRET security clearance, however will not be allowed to commission without an approved SECRET security clearance.

9. Moral and Administrative Disqualification.

- a. Officer Candidate School graduates will be officers, leaders and Federally Recognized in the United States Army. Accordingly, past conduct and future potential must be considered when making selections for OCS training. The many and varied positions that an officer may fill, require very high personal integrity and moral character.
- b. Military or civilian court conviction and juvenile offenses.
 - (1) The processing of a DD Form 369 (Police Records Check) is used to determine if a Soldier has any previous military and/or civilian court convictions and/or juvenile offenses and/or any pending actions.
- c. OCS applicants must list all charges and convictions by civil or military courts to include juvenile charges/convictions.
 - (1) Before being selected for OCS, a waiver must be obtained from NGB for all offenses listed.
 - (2) The applicant must initiate a request to waive a conviction or adverse juvenile adjudication by any military or civil court. The applicant will sign the request and submit it in affidavit form. The request must include evidence citing the offense, the court action, and the judgment made.
- d. Bankruptcy and financial deficiencies identified and on file with the three credit bureaus are other considerations in the investigation and granting of a SECRET security clearance.

10. Prior Training.

- a. A current member of the ARNG seeking enrollment into the state OCS program must have completed Army basic training and advanced individual training (AIT) or Marine Corps basic training.
- b. Exception to the above mentioned requirements are granted for Soldiers enlisting for the OCS Enlistment Option (09S), which authorizes a Soldier to enter OCS with the completion of Basic Combat Training (BCT) only.
 - (1). 09S Soldier's enlistment contract (DD Form 1966) must indicate "OCS Enlistment Option".
 - (2). 09S Soldiers who do not complete OCS will be scheduled without delay to attend AIT.

11. Service Requirements.

- a. Soldier's must have sufficient time remaining on their current enlistment contract or must extend the contract to complete the OCS program (*non waiver-able*) (NGB-ARH Memo #06-001).
- b. Soldier's must be able to complete 20 years of creditable service (*non waiver-able*).
- c. Officers must complete a minimum of 10 years of commissioned service in order to retire at the highest grade successfully held if they become members of the Active Guard or Reserve (AGR) program.

C. Ineligible Applicants. (AR 350-51 I-7)

The following soldiers are not qualified for enrollment into the OCS program and may not apply:

- 1. A person who has been a conscientious objector must furnish an affidavit expressing abandonment of such beliefs and principles. This pertains to a person's willingness to bear arms and give full and unqualified service to the United States. When appropriate, the person must have demonstrated a change of views by subsequent military service. An affidavit attesting to the change of views will accompany NGB Form 62.
- 2. Soldiers determined as security risks under AR 604-10 and where selection would not be in the best interest of national security.

3. Soldiers who are, or have been, commissioned officers (except commissioned warrant officers) in any component of the U.S. Armed Forces.
4. Soldiers who are under suspension of unfavorable personnel actions in national security cases or other investigations or proceedings (AR 600-8-2).
5. Soldiers who are, or were, in an 'absent without leave' or 'deserter' status during the current term of enlistment.
6. Soldiers who have a bar to reenlistment.
7. Soldiers who have been alerted or are on orders for overseas movement; unless the application was submitted to the unit commander before alert or receipt of assignment instructions at the installation.
8. Soldiers who have been separated from any of the Armed Forces under conditions of a non waiver-able disqualification for enlistment. (AR 601-210).
9. Soldiers who have been involuntarily released from Active Duty (AD), Active Duty for Training (ADT), or Initial Active Duty for Training (IADT), during the current term of service under AR 135-178 or AR 635-200.
10. Soldiers who have criminal or juvenile court charges filed or pending against them by civil authorities. This includes persons who are released from the custody or restraint of a court under procedures that do not appear to completely dispose of the charge or charges. Examples of such releases are—
 - a. Release by the court following a plea of any type (including a plea of guilty or nolo contendere). Release on probation without a verdict. Release on a person's own recognizance. Release following charges that are placed on file.
 - b. Any similar disposition, regardless of the technical name, that indicates that the person may remain subject to further judicial proceedings related to the charge. This basis for disqualification will be considered removed if the official chiefly responsible for prosecuting the charges (The official may be a district attorney, the judge of the court involved, or a higher official of the jurisdiction concerned who has responsibility in connection with the case) submits a signed statement indicating that under laws or current practices of the jurisdiction, the applicant is not subject to further restraint, custody control, or prosecution by the authorities thereof.
11. Soldiers who have been adjudged juvenile offenders or who have a record of conviction by any type of military or civil court, unless application is accompanied by a completed waiver, are considered unqualified.

D. Eligibility Waivers. *(All waivers must be obtained prior to enrolment into OCS)*

1. Soldiers not meeting specific eligibility criteria prior to submitting an application for acceptance into the OCS may request a waiver. Waivers may be submitted for: AIT, Medical, and Moral Character.
 - a. **Moral Character Waiver:** Applicants who have been arrested or convicted of any type, military or civilian, require a waiver prior to admission into the OCS program.
 - (1) Commands will send all requests for moral and civil conviction waivers through the Chief of Staff, to the State Adjutant General to NGB-ARH.
 - b. **Medical waivers:** will be submitted through the applicant's chain of command to the TAG and NGB. It will include the following:
 - (1) Statement of the applicant's current medical condition.
 - (2) Review of applicant's medical history.
 - (a) Civilian medical records.
 - (b) Original DD FORM 2807-1.
 - (c) DD FORM 2808.
 - (d) DA FORM 7349.
 - (3) Diagnosis.
 - (4) Statement of prognosis.
 - (5) Statement of the applicant's ability to perform future assigned task.
 - (6) Statement of deploy-ability.

- c. **AIT Waiver:** will be submitted through the applicant's chain of command to the TAG and NGB.

E. Profiles.

1. The training pace at OCS is fast and an unreported injury may jeopardize your successful completion of OCS. Candidates placed on medical/administrative hold will perform duties within the limits of their profile, as directed by OCS Cadre.
2. Soldiers with Permanent Profiles that prevent them from performing the standard three-event APFT are not allowed to enroll into OCS (*AR 350-1*).
3. An applicant may begin Phase 0 with a Temporary Profile when there is a reasonable expectation that he/she will be released from the profile and be able to pass the required APFT prior to Phase 1. An applicant with Temporary Profile will be counseled that if he/she is unable to meet all physical requirements by Phase 1, he/she will be released from OCS.

V. Chapter 5 - OCS Enrollment Pre-Requisite Packet Instructions (*Figure-1*)

The OCS Pre-Requisite Checklist should be used as a working document and placed in the final packet as the cover sheet. The following is a breakdown of the required items:

Enrollment Packets are due to the 2/209th RTI no later than 45 days prior to the start of PH 0.

A. Enrollment Forms.

1. Commanders Recommendation- The Candidate's Commander's need to write recommendations for selection into the OCS program. (*Figure-4*)
2. Candidate Profile Summary- This provides needed information in the event of an emergency. (*Figure-3*)
3. OCS Application- (*Figure-2*)

B. Supporting Enrollment Documents.

1. Social Security Card: (i-Perm) provide a legible photocopy of candidate's social security card.
2. Birth Certificate: (i-Perm) Candidates need to provide a photocopy of their birth certificate. No other documentation is acceptable for U.S. born citizens.
3. Naturalization Certificate, if the candidate is not U.S. born and has been naturalized they must provide a memo from the commander stating that they have seen and verify that the Soldier is a naturalized citizen. ONLY U.S. CITIZENS ARE ELIGIBLE FOR COMMISSIONING.
4. Name Change Document (If applicable): If Soldier's name has changed by marriage or other means.
5. Commissioning Physical: Candidates must have a Chapter 2 Commissioning Physical, which was completed less than two years from the date they will be commissioned. If older than 12 mo. include a Physical Health Assessment (PHA).
6. Medical Waiver: (If applicable) anyone who has any medical issue that prevents them from passing a Chapter 2 Physical will need to have a waiver approved prior to their physical being approved.
7. TAG Letter (Exception to Policy): (If applicable): Any exception to policy letter concerning physicals must be included.
8. DA 705/APFT Scorecard: (Entered into RCAS) Candidates will need a photocopy of their most current passing APFT card within 30 days of Phase 0.
9. DA 5500-R or DA 5501-R (As Required): Body Fat Content Worksheet.

10. Official College Transcript (Cannot state “Issued to Student”): This should be their most current official, raised seal transcript. It must be from an accredited college and mailed directly to 2/209th RTI, 220 County Road A, Ashland, Nebraska, 68003-6000.
11. College Degree Plan: Candidates who are still working toward a Bachelors degree must submit an approved degree completion plan prior to initial appointment. Candidates must go thru their respective college to get this degree plan.
12. GT Score: (IRB, ERB, DA 1966) Candidates must have a GT of 110 or greater shown on a copy of official testing results.
13. DD 214, DD 220, NGB 22, Proof of BCT & AIT: Showing completion of basic training from any branch of service. Candidate must have proof of completion of AIT or MOS producing school from another branch of service.
14. Non-Completion of AIT Waiver (If Applicable): If candidate did not complete AIT (Advanced Initial Training) and is not an OCS enlistment option (09S), candidate will need a completed waiver.
15. OCS State Enlistment Option (09S): (If Applicable) A copy of (DD Form 1966).
16. SECRET Clearance Letter: Obtain the Clearance Verification letter from the State Personnel Security Manager. If candidate possesses an Interim Clearance, a “Statement of Understanding” is required.
17. Criminal Conviction: Any candidate who has been convicted of a crime, military or civilian, as an adult or a juvenile, will need a waiver. This includes traffic offenses. (THOSE CONVICTED OF DOMESTIC VIOLENCE CHARGES ARE NOT ELIGIBLE).
18. NGB Form 62-E: Candidate needs to fill in preliminary information. Make certain criminal history, matches waivers included in packet (*Figure-6*).
19. ETS Date: Candidate’s ETS Date must go beyond the course graduation date (include personnel qualification report (PQR)).
20. Applicant Biography: (*Figure-10*)

C. Grade Authorization, Attachment/Detachment.

1. Officer Candidates are advanced to the grade of E6 if at a lower rank. AGR Soldiers attending OCS are advanced to the grade commensurate with their MTOE/TDA assigned duty position not to exceed the grade of E6. AGR Soldiers remain assigned to their home unit for purposes of serving their AGR positions and attached to the RTI for drill and OCS Annual Training only.
2. RTI will request the attachment and advancement to the grade of E6 of all candidates. A candidate who does not receive their commission upon completion of Phase III or who fails to complete the OCS program will revert to their previous grade, rank, and date of rank upon detachment from the RTI.
3. Candidate’s will remain assigned to their home unit and are attached to the RTI for pay and accountability purposes.

VI. Chapter 6 - Supply

A. Military Clothing/Organizational Clothing & Individual Clothing (OCIE)/Supply.

1. OC’s will have the military clothing required for the course IAW AR 670-1.
2. Upon arrival, OC’s will remove unit patches. Subdued Velcro OC rank must be worn on ACU’s.
3. OC’s will bring their OCIE and Personnel Clothing for a Central Issue Facility (CIF) Showdown.
4. Units who have Soldiers attending OCS will forward the original DA Form 4886 (Personal Clothing Record) and a copy of the CIF generated DA Form 3645 (OCIE Equipment Issue Form) to the RTI S-4 section.
5. Units WILL NOT request supplemental clothing for applicants. The RTI supply section will process all personal clothing orders.

Figure 1: OCS Enrollment Pre-Requisite Checklist

OCS ENROLLMENT PRE-REQUISITE CHECKLIST

NAME (LAST, FIRST, MI) _____ SSN _____ UNIT/STATE _____

_____ EMERGENCY CONTACT INFORMATION SHEET.

_____ OCS APPLICATION.

_____ COMMANDER'S LETTER OF RECOMMENDATION.

_____ SSN CARD (COPY) AND IN I-PERMS.

_____ ETS DATE (MUST BE LATER THAN END OF COURSE) (ERB, PQR, OR EXTENSION CONTRACT DA FORM 4836).

_____ BIRTH CERTIFICATE (COPY) AND IN I-PERMS: DOB: _____, AGE AT COMMISSIONING _____.
(NOT TO EXCEED 41 YEARS AND 364 DAYS).

_____ PROOF OF CITIZENSHIP (IF APPLICABLE).

_____ NAME CHANGE DOCUMENT (IF APPLICABLE).

_____ CHAPTER 2 COMMISSIONING PHYSICAL (DD 2808/2807-1) DATE : _____.
(MUST BE WITHIN 24 MONTHS OF POSSIBLE COMMISSIONING).

_____ (PHA) PERIODIC HEALTH ASSESSMENT IS REQUIRED IF PHYSICAL IS OVER 12 MONTHS OLD.

_____ MEDICAL WAIVER (IF REQUIRED) DATE COUNSELED _____. DATE REQUESTED _____. DATE APPROVED _____.

_____ COLLEGE TRANSCRIPT: (MIN OF 90 SEM HOURS/135 QTR HRS AND A DEGREE COMPLETION PLAN).

OFFICIAL TRANSCRIPT _____. QTR HRS _____. SEM HRS _____. DEGREE _____.

_____ GT SCORE (MIN 110) ANNOTATED ON ERB OR DD Form 1966 / SCORE: _____ (NON-WAIVERABLE).

_____ DD 214 (Certificate of release or discharge active duty)/DD 220 (Active duty report)/NGB 22 (Report of separation and record of service).
REFLECTING ALL NATIONAL GUARD, USAR & ACTIVE DUTY TOURS (MUST REFLECT COMPLETION OF BCT AND AIT).

_____ WAIVER FOR NON-COMPLETION OF AIT (IF REQUIRED)

DATE COUNSELED _____. DATE REQUESTED _____. DATE APPROVED _____.

_____ OCS STATE ENLISTMENT OPTION (09S) (COPY OF DD FORM 1966) (IF APPLICABLE).

_____ SECURITY CLEARANCE – SECURITY VERIFICATION LETTER/E-QIP/JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS).

SECRET SECURITY CLEARANCE _____ INTERIM SECURITY CLEARANCE _____.

_____ MORAL/ CIVIL CONVICTION WAIVERS AS OUTLINED IN NGR 600-100.

DATE APPROVED _____, (MUST BE APPROVED PRIOR TO START OF COURSE).

_____ NGB 62E (MUST BE IN PACKET AND SENT TO OCS ELECTRONICALLY).

_____ DA FORM 705 (WITH PASSING APFT SCORE WITHIN 30 DAYS OF PHASE 0).

_____ DA 5500-R OR DA 5501-R (AS REQUIRED) HT/WT _____/_____, BODY COMPOSITION _____%, MAX ALLOWABLE _____%.

_____ AUTOBIOGRAPHY'S (3 COPIES).

MEETS PREREQUISITES: _____ DOES NOT MEET PREREQUISITES: _____ (SEE REMARKS)

REMARKS: _____

_____.

Figure 2: Officer Candidate School Application

OFFICER CANDIDATE SCHOOL APPLICATION			
1. NAME (Last, First, Middle)		2. GRADE	3. SSN
4. GENDER ____ MALE ____ FEMALE			
5. ORGANIZATION (Include Address & Zip Code)		6. UNIT PHONE	
7. HOME OF RECORD (Street, City, State & Zip Code)		8. HOME PHONE/CELL PHONE	
9. EMPLOYER (Include Address & Zip Code)		10. EMPLOYER PHONE	
11. DOB / AGE ____ / ____	12. ARE YOU A U. S. CITIZEN: ____ YES ____ NO		13. IF NO, DATE OF CITIZENSHIP APPLICATION: _____
14. WAIVER(S) REQUIRED: ____ YES ____ NO IF YES, ATTACH COPY (COPIES)	15. DO YOU HAVE A CHAPTER II PHYSICAL WITHIN SIX MONTHS OF CLASS START DATE: ____ YES ____ NO		16. DO YOU HAVE A "SECRET" CLEARANCE: ____ YES ____ NO IF NO, DATE REQUESTED: _____
17. COLLEGE DEGREE: ____ YES ____ NO IF NO DEGREE, NUMBER OF COLLEGE CREDITS: _____		18. LEVEL OF DEGREE: ____ AA ____ AS ____ BA ____ BS ____ MS ____ MA TYPE OF CREDITS: _____ QUARTER (or) _____ SEMESTER	
19. NAME OF COLLEGE: (Include Address, City, State & Zip Code)		20. FRESHMAN _____ SOPHOMORE _____ JUNIOR _____ SENIOR _____	
21. MILITARY BACKGROUND: PEBD : _____ PRIMARY MOS: _____ HIGHEST LEVEL OF MILITARY EDUCATION: _____ GT SCORE: (110 MINIMUM) : _____		22. ETS DATE: (Must be 16 months from Class Start Date) _____ DATE OF ARNG ENLISTMENT: _____ TOTAL YEARS OF MILITARY SERVICE: _____ RANK _____ DOR _____	
23. 18. LAST APFT SCORE: PU ____ SU ____ RUN ____ TOTAL: ____ DATE OF TEST: ____ LAST SEMI ANNUAL WEIGH-IN: HEIGHT IN INCHES ____ WEIGHT ____ DATE ____ PASSED SCREENING WEIGHT ____ YES ____ NO IF OVER SCREENING WEIGHT, PERCENT OF BODY FAT ____ % (Attach DA Form 5500 for Males, DA Form 5501 for Females.)			
24. 19. WERE YOU EVER REJECTED FOR MILITARY SERVICE OR APPOINTMENT AS AN OFFICER? ____ YES ____ NO HAVE YOU EVER BEEN SEPARATED FROM SERVICE BY RECLASSIFICATION OR BOARD ACTION? ____ YES ____ NO WERE YOU EVER COURT-MARTIALED? ____ YES ____ NO HAVE YOU EVER BEEN ARRESTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? ____ YES ____ NO (If YES, attach statements of circumstances and request for waiver.)			
25. 20. ARE YOU PRESENTLY EMPLOYED BY THE NATIONAL GUARD ? ____ YES ____ NO			
26. 21. UNIT COMMANDER'S STATEMENT OF APPLICANT'S LEADERSHIP POTENTIAL: _____ _____ _____ _____			
27. I certify that the information provided is correct or to the best of my knowledge.			
28. SIGNATURE OF APPLICANT _____		29. (DATE) _____ SIGNATURE OF UNIT COMMANDER _____ (DATE) _____	

21. OFFICER CANDIDATE SELECTION BOARD COMMENTS:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

IT IS THE OPINION OF THE OFFICER CANDIDATE SELECTION BOARD THAT _____
(SHOULD) / (SHOULD NOT) BE APPOINTED AS AN OFFICER CANDIDATE IN THE STATE RTI OFFICER CANDIDATE SCHOOL
CLASS # _____.

DATE _____

DATE _____

DATE _____

1. AUTHORITY: 32 USC 307, 10 USC 275
2. PRINCIPLE PURPOSES: To obtain data necessary to determine the eligibility of an individual for Officer Candidate School
3. ROUTINE USES: 1. Identify individual and provide addresses. 2. Obtain civilian occupational background. 3. Obtain military background. 4. Obtain both civilian and military education. 5. Obtain guide to character of individual and nature of prior service. 6. Data provided is verified and may be basis for unfavorable action if determination is made that incorrect information was intentional. 7. To convey data through channels to Federal recognition board and subsequently to Chief, National Guard Bureau for purpose of obtaining Federal recognition and Reserve of the Army appointment.
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION. Disclosure is mandatory. Failure to provide data will negate enrollment.

Figure 3: Officer Candidate Profile Summary

OFFICER CANDIDATE PROFILE SUMMARY					
PRIVACY ACT STATEMENT					
<p>AUTHORITY: 10 U.S. Code 133, Executive Order 9397, November 22, 1943 (Social Security Number) and Title 10, United States Code, Section 3012</p> <p>PRINCIPAL PURPOSE: Used by candidate to supply information necessary for student enrollment in the OCS Program.</p> <p>ROUTINE USE: Used by appropriate authority for administrative processing, provide points of contact in case of emergency and background information essential for student identification.</p> <p>DISCLOSURE: Voluntary; however, failure to complete the form may result in candidate's rejection for further training.</p>					
NAME - Last		First		MI	AGE
RANK	MOS	COMMISSIONING BRANCH	DOB	SSAN	
COMPONENT <input type="checkbox"/> RA <input type="checkbox"/> USAR <input type="checkbox"/> ARNG <input type="checkbox"/> ENLISTED OPTION STATE (FOR ARNG ONLY) : _____		RACE <input type="checkbox"/> CAUCASIAN <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> ASIAN <input type="checkbox"/> OTHER _____		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE SWIM <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WEAK: _____	
MARITAL STATUS <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED <input type="checkbox"/> SINGLE		SPOUSE'S NAME		ANNIVERSARY	
		SPOUSE'S DOB	PREGNANT: <input type="checkbox"/> YES <input type="checkbox"/> NO		DUE DATE
		DEPENDENTS' NAMES		DOB	
HOME OF RECORD				PHONE	
			PLACE OF BIRTH		
NEXT OF KIN AND RELATIONSHIP				PHONE	
SPOUSE'S ADDRESS (IF DIFFERENT FROM HOR)				PHONE	

OFFICER CANDIDATE PROFILE SUMMARY (continued)		
RELIGION	SPECIAL NEEDS	
MILITARY EDUCATION AND SCHOOLS	CIVILIAN EDUCATION AND SCHOOLS	
	INSTITUTION DEGREE SUBJECT/DISCIPLINE	
SECURITY CLEARANCE <input type="checkbox"/> YES <input type="checkbox"/> NO	AUTO <input type="checkbox"/> YES <input type="checkbox"/> NO 2	TYPE
TYPE	INSURED	COLOR
	LICENSE (STATE)	LICENSE (NUMBER)
	REGISTRATION (STATE)	REGISTRATION (NUMBER)
PREVIOUS UNIT	MILITARY SERVICE TIME	
POST/FORT:	ACTIVE ____YRS ____MOS	RESERVE ____YRS ____MOS
DISTINGUISHED RELATIVE(S) OF CANDIDATE: <i>A distinguished relative is an officer, active or retired, of grade O-6 (COL) or higher, an enlisted Soldier of grade E-8 (MSG) or E-9 (SGM), a United States Representative or Senator, or a Federal Civil Service employee with the grade GS-16 or above. The relationship should be in the immediate family (parent, brother, sister, grandparent, aunt, or uncle).</i>		
RELATIVE	STATUS/POSITION	RELATIONSHIP

Figure 4: Commander’s Recommendation Memorandum

(UNIT HEADING)

MEMORANDUM THRU: (Each intervening headquarters must endorse)

FOR: Commander, 2/209th RTI, 220 County Road A, Ashland, Nebraska 68003-6000

1. After thorough consideration, I recommend _____
to attend the NEARNG OCS Program. Soldier has been a member of this unit for ____ months and I have been his unit commander for ____ months.
2. My recommendation is based on the following reasons:

3. This applicant has received the following letters of recommendation, letters of appreciation, medals awards, etc.:

4. I understand that if this applicant is accepted, he will be attached to the 2/209th RTI for administration, pay and training (USAR and Active Component excluded from pay). I have personally interviewed the applicant and believe that he possesses the traits necessary to become an Officer. I have reviewed information on individual’s application and to the best of my knowledge, it is correct.
5. Applicant has been thoroughly oriented concerning the rigid standards of military courtesy, discipline, and appearance in practice at the 2/209th Regiment and has indicated to me that he is prepared to spend the time required for study and attendance at the School.
6. I further certify that the individual attained test scores as indicated:
 - a. GT:
 - b. Highest Civilian Education completed:
 - c. APFT:

(Unit Commander)

Figure 5: Official Transcript Request

Official Transcript Request

Name of Institution

Address

City State Zip

REGISTRAR:

Please send a copy of my OFFICIAL TRANSCRIPT to the following address:

2/209th Regiment (RTI)
Nebraska Army National Guard
220 County Road A
Camp Ashland, Nebraska 68003-6000

If there is a fee for this service please bill me at the below address:

Thank You,

Signature

Printed Name

Address

City State Zip

Social Security Number

Figure 6: NGB 62E (Instructions for Completing)

- Complete all sections. Put ‘None’ if applicable.
- Pay special attention to #16.
- “Remarks” on Page 3: “I, the undersigned, acknowledge that upon initial appointment as an officer in the Army National Guard (ARNG) I am required to remain in active status in the ARNG for the remainder of my original statutory obligation, or two years, whichever is later, beginning with the effective date of my state appointment orders”

Signature

- NGB 62E needs to be placed into the applicants packet and also sent electronically to OCS.

Figure 7: Moral Conviction Waiver

- Reference NGR (AR) 600-100
- ALL WAIVERS ARE THE OSM’s RESPONSIBILITY
- DOCUMENTS NEEDED FOR MORAL/CONVICTION WAIVERS:
- Memorandums of recommendation/endorsement from chain of command (must state offenses in memorandum along with positive Soldier comments.
- Memorandum from Soldier explaining the event and outcome surrounding the event. Also mention lessons learned and what they have done with their military and civilian life.
- Copy of final disposition of court case (proof of fine paid, proof of no probation for a DUI) If the county courthouse has no record of ticket or conviction do a DD 369 (police records check) for that county along with documentation from the county that they have no records of listed offenses.

Figure 8: (Soldier’s Request for Civil Conviction Waiver Sample)

- A separate Civil Conviction waiver request must be submitted for each offense.

NGNE-RRB-CDR

Date

MEMORANDUM FOR Chief, National Guard Bureau, NGB-ASM-OSM, 1411 Jefferson Davis Hwy, Arlington VA 22202-3231

SUBJECT: Request for Civil Conviction Waiver

1. Request a waiver of the following offense: (State specifically what you were charged with. Do not just list Article 92, Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract for any Article 15s, to include summarized. Moral waiver is not required for traffic fines of \$300 or less. (Do NOT include court costs).
2. Date of Offense: (Month and year)
3. Place of offense: (City and State)
4. Punishment imposed: (Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)
5. Mitigating circumstances surrounding the charge: Three points to address: (1) accepting responsibility for your actions; (2) the lessons learned; and (3) how you now contribute to your unit; community, and military service.

(Signature)

Figure 9: (Commanders Request for Civil Conviction Waiver Sample)

NGNE-RRB-CDR

Date

MEMORANDUM THRU The Adjutant General, NEARNG, 1300 Military Road, Lincoln NE 66508

FOR Chief, National Guard Bureau, NGB-ASM-OSM, 1411 Jefferson Davis Hwy, Arlington VA 22202-3231

SUBJECT: Request for Approval Civil Conviction Waiver

1. I have reviewed all attached statements regarding SGT Jones' offenses. I recommend approval for moral waiver of the following offense: (State specifically what the charges are).
2. Address how you believe the Soldier accepts responsibility for their actions; lessons learned, how they have grown from the event(s). Address how their military service and contribution to your unit; community and military service shows they have matured and have good moral character.
3. Point of contact for this memorandum is the undersigned at.....

SIGNATURE BLOCK

Figure 10: Candidate Autobiography

PREPARING THE OCS STUDENT AUTOBIOGRAPHY

SUBJECT AREA: Written Communication.

ASSIGNMENT: Write an OCS Student autobiography of 4-5 pages (1000 words max.)

ASSIGNMENT INFORMATION:

a. Substance: Generally speaking, a writer reflects upon and describes his/her life, or part of it, in an autobiography. For your first assignment as an OCS student, we ask that you write an OCS Student autobiography, focusing on that part of your life which has led you to consider becoming an Army Officer. Here are some suggestions for proceeding with this assignment:

(1) Present vital statistics: date, place of birth, places of residence, schools you have attended, family background, and prior military service or experiences.

(2) Describe special events in your life; relate circumstances and happenings that make you different, that help make you who you are, and that you expect your audience to find memorable.

(3) Tell what you expect to contribute to society through gaining an education and what you may contribute by completing OCS requirements and gaining a commission.

NOTE: One of your principle writing tasks is to develop a fluid, readable narrative of your life, so do not merely list responses to these suggested questions. Instead, weave your responses into a narrative story of your life and your expectations in life and how this relates to your goal of earning a commission in the military.

b. Format: Final paper will be typed or computer-printed on one side only. Number each page (except the first page-cover sheet) on the center bottom of the page. The cover sheet format is provided. Your autobiography will start on the second page and be numbered "1" in the numbering sequence of all the remaining pages.

c. Fasten a head and shoulders photo of yourself (3" x 5" or 4" x 6" photos or digital camera printouts on high-quality paper are acceptable) in uniform (ACUs) to the bottom of the cover sheet. Use "Scotch Magic Tape" to fasten photo to cover sheet. Local policy/SOP may require your class to schedule a date for all of you to take photos together, or you may wish to get together with classmates and take each other's picture.

d. Evaluation: OCS Staff members will evaluate your autobiography. The OCS Selection Board of Officers will read and review your autobiography to formulate initial opinions about you. Your autobiography will be judged on four criteria: content, organization, readability, and presentation. Evaluators will consider the following questions as they make their evaluation:

(1) Substance. How much specific detail have you used? (Generally, the more detail the better) How appropriate is the detail? How well does the reader get to "know" you, solely on the bases of your autobiography?

(2) Organization. Does your paper develop smoothly? Does each part relate well with the rest of your paper? Do you relate your earlier life to your present situation in college? Do your expectations regarding the future emerge clearly from what you reveal of your past and present?

(3) Style. Have you used effective transitions? Have you written directly? Have you chosen familiar, unpretentious vocabulary? Have you avoided long, cumbersome sentences? On the other hand, have you also avoided an extended series of very simply structured sentences? Has your punctuation assisted rather than hindered or confused your reader? Overall, have you observed the conventions of standard written English?

(4) Correctness. Is your text carefully proofread, and free of typographical errors? Have used the proper format? Is your text neat, and free of smudges and wrinkles?

Autobiography Cover Sheet Format

OCS Student Autobiography

By

NAME: (Last, First, Middle)

OCS Program (State)

OCS Class Number

Date Prepared

Candidate Photo

2/209th Regional Training Institute

Nebraska-RTI:

2/209th Regiment (RTI)
220 County Road A
Ashland, Nebraska 68003-6000

Office: (402) 309-7283
Bldg 414

IMPORTANT CONTACT NUMBERS:

Regimental Commander:	(402) 309-7604
Regimental OIC:	(402) 309-7287
OCS Commander:	(402) 309-7283
OCS Operations Sergeant:	(402) 309-7283
OCS Administrative Sergeant:	(402) 309-7613